

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP#60 **TITLE:** SUPPORT FOR NIDCD WORKING GROUP

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis
Phone- (301) 402-3073 Fax- (301) 435-6101

Proposal Address:
6011 Executive Blvd. Rm 529S
Rockville, MD 20892-7663

Billing Address:
Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: June, 2002 - December, 2002
(pending approval by NIDCD of workshop date)

C. PRICING METHOD: Firm Fixed Price or T&M

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to me by e-mail. Please enter in the subject line the following text, “RFTOP#60 – Proposal from {insert firm name}.” A signed task order form will later be requested from the successful offeror.

E. RESPONSE DUE DATE: Thursday May 23, 2002 at 3:00 PM (NIH time).

F. TASK DESCRIPTION:

BACKGROUND: The NIDCD is the principal Federal funding agency that supports research relating to the cause, prevention, diagnosis, and treatment of hearing, balance, smell, taste, voice, speech, and language disorders. The NIDCD is mandated, under its authorizing legislation, to disseminate health information and conduct research related to disease prevention and health promotion. Reliable data sources are essential for determining the impact of the Institute's outreach activities on the diseases/disorders within our mission areas. The NIDCD will conduct an evaluation of existing epidemiological social science data sources in order to determine whether the data is valid and identify possible data gaps. Data sources do not include MedLine, PubMed or CHID sources. We do not anticipate a large number in most sections. The traditional MedLine, PubMed and CHID materials are being collected by the OHCPL in

collaboration with NLM and independently. "This effort is in response to concerns about accuracy of public information and responsive to the Healthy People 2010 objectives on Hearing (Chapter 28).

SPECIFIC REQUIREMENTS: The overall objective of this project is to provide support for one working group on epidemiology of human communication disorders. Such support shall include the provision of literature searches, logistical support, and the development of a report on the results of the working group.

Assumptions: Assume the working group will be held on the NIH Bethesda campus. There will be approximately 12 onsite participants, including 6 federal employees from the immediate area. The workshop will be from 8:00 a.m. to 4:00 p.m. on one day. The NIDCD will arrange meeting space on campus.

Tasks and Subtasks: The contractor will be responsible for management of all activities related to the workshop including, but not limited to:

- Planning - The contractor shall meet with the PO and OHCPL staff leadership at the office of the PO, for approximately 3-4 hours, to discuss and clarify issues related to the work to be carried out, and to establish the work schedules, personnel assignments, and project activities and priorities.
- Providing travel, hotel, and per diem arrangements and reimbursement for 7- 8 participants for one night and one day. The contractor will work directly with the travelers to ensure that all necessary arrangements are made, confirmed, and understood by parties. All lodging and per diem shall be contracted at rates in accordance with Federal Travel Regulations (travel, hotel, and per diem will be an expense of the contractor.)
- The letter of invitation will be drafted by the NIDCD. The contractor will be responsible for sending the letter and information on financial arrangements, how to reserve rooms, directions to hotel from local airports and via automobile, and a list of local restaurants near the hotel to the participants.
- Providing services necessary to conduct the workshop.
- Establishing/arranging for a message center.
- Arranging for and coordinating food/beverage services including breakfast (coffee, pastries, and croissants), boxed lunches, and afternoon drinks and cookies or fruit for the workshop.
- Drafting, developing, and distributing workshop materials including but not limited to participant information packets, briefing materials, etc. (desktop printing only, no Government printing clearance required). There will be 2 sets of materials, one to be provided to participants before the meeting and another, identical set, to be available to them during the meeting. These materials will include a literature review of data resources, but the exact number of pages/documents is unknown.
- Conducting a literature review of social science data resources (excluding MedLine, PubMed and CHID sources) and definitions for approximately 125 disease/disorders within the seven NIDCD mission areas and aligned fields

(hearing, balance, smell, taste, voice, speech, and language); the search parameters will be provided by NIDCD, with advice from contractor's knowledgeable staff. The literature review will cover appropriate resources in social science fields (excluding MedLine, PubMed and CHID sources).

- Development of a preliminary report on the workshop findings, guidelines for a meta-analysis of the literature review, and opportunities seen in the preliminary report for mathematical modeling strategies to incorporate data as they become available over the next decade in each of the disease/disorder categories. The preliminary report shall be submitted in hard copy and in electronic format within 2 weeks of the workshop end.
- Drafting and finalizing the workshop report covering the overall workshop, discussions, conclusions, guidelines, mathematical modeling strategies, and literature review. The final report, due 4 weeks after the workshop ends, will be prepared as administrative use only (500 copies, two-sided with a cover stock and bound) and printed for dissemination to the scientific community.
- Providing a source copy, in both electronic (if available) and hardcopy, of all data resources identified in the literature review to the NIDCD.
- Recording discussions, taking notes during the workshop, and transcribing workshop proceedings.
- Providing and operating audio/taping equipment

Providing post-workshop services, including, for example, fiscal management, preparation of proceedings/summaries, and the preparation and mailing of thank you letters to the participants.

G. EVALUATION FACTORS

I. Corporate Experience

Demonstrated successful performance in executing a contract of this nature.

II. Experience of Personnel

Documented experience, educational background and training; availability of the proposed project manager and the proposed staff along with their designated responsibility on the project.

III. Cost

RFTOP#60

TITLE: SUPPORT FOR NIDCD WORKING GROUP

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____ TO #
NICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method:

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS
FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS
REASONABLE.

Billing Reference # _____

Appropriations Data: _____
(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX # (301-402-0167)

Signature - Project Officer

Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____
Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator Date

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